

Workers Compensation Checklist

- ☐ Report Worker's Compensation claim on line within 24 hours
- ☐ Fax clinical documentation related to the injury as soon as received
- ☐ Fax witness statements (if applicable) as soon as received
- ☐ Notify employee of their eligibility and rights and responsibilities under FMLA within 5 business days of absence from work. Though employees on Workers' Compensation are not required to take FMLA concurrently we are still obligated to inform them of their eligibility and rights under FMLA.
- ☐ Send Medical records release authorization to employee within 24 hours
- ☐ Send PMA injured worker Rx. Information sheet (Express Script) within 24 hours
- ☐ Send One Call Medical form (MRI/CT & EMG Network) 1-800-872-2875 within 24 hours
- ☐ PMA Management Corporation wage verification form when employee begins losing time from work
- ☐ 26-weeks of paystubs submitted to the Third Party Administrator when employee begins losing time from work
- ☐ Physician Report of Workers Compensation Injury should be received within 10 days of first treatment/evaluation. Date Received _____ Date fax to PMA _____
- ☐ Employee's modified duty report should be sent to treating physician within 14 days of receipt of Physician's Report of Workers Compensation:
Date Sent _____ Date Received _____ Supervisor _____
- ☐ PMA approval or denial
- ☐ Represented by Counsel: _____
- ☐ 3 month Workers Comp. salary supplement expiration notice - employee can apply to receive full pay by utilizing sick/annual leave
- ☐ PMA EME/DME Scheduled: _____
- ☐ PMA Permanency Identified: _____
- ☐ PMA disfigurement and scarring identified _____
- ☐ Return to work notice (if applicable) _____